

**Joint Planning and Budget Committee
Meeting Minutes
Thursday, April 25, 2019
8:30 – 10:30 a.m., 220 Seymour**

ATTENDEES:

Voting Members

Mike Andriatch
Davida Bloom
Frances Dearing
Scott Haines
Tom Hernandez
Katy Heyning
Debbie Jacob
Sara Kelly
Kadathur Lakshmanan
Teresa Major
Jose Maliekal
Dave Mihalyov
Cherise Oakley
Kathy Peterson
Summer Reiner
Susan Stites-Doe
Katy Wilson

Non-Voting Members

Denise Copelton: Co-Chair
Crystal Hallenbeck
Jim Wall: Co-Chair
Melissa Wight
Jim Zollweg

Guests

Karen Podsiadly

REGRETS:

Voting Members

Sondra Aman
Steven Breslawski
Brooke Leddon
Jay West

Non-Voting Members

President Macpherson
Karen Riotto

The meeting was called to order at 8:34 a.m.

Approval of the Minutes

Dr. Copelton asked the committee to review the minutes from the April 11, 2019 meeting. With no corrections, Dr. Peterson motioned the minutes to be approved, Ms. Major seconded the motion, and all present voting members were in favor. Therefore, the minutes were approved.

Announcements

Dr. Copelton made the following announcements:

- We will be meeting weekly until May 23, 2019.
- At our next meeting on May 2, 2019, Mr. Wall will be presenting our 5-year financial model.
- The meeting schedule for next year is being developed. Laurie Smith will be sending out calendar invites to place a hold on committee members' calendars. Dr. Copelton will post next year's meeting schedule and agenda items with next week's meeting materials.

Goal Group Updates

Note: The PowerPoint presentation is available on Blackboard.

The following questions, answers and discussion points occurred during the presentation:

- This presentation is a brief version with a limited opportunity to make some budget prioritization requests for next fiscal year. We will be having full goal group updates early in the fall. This will be a fuller version of what will be presented today and will include budget prioritization requests for the following fiscal year.
- The request was made that the fall presentation not be scheduled on September 26, 2019, as this is the Thursday before Homecoming weekend and there may be conflicting events. Dr. Copelton stated she would review the agenda items for next year and make this adjustment if needed.
- The Call Letter for the fall Goal Group updates with the requested information and presentation template will be reviewed at a later meeting next month for committee approval. This will allow the Call to go out in the summer and it will give the Goal Group Leaders the opportunity to develop their presentations over the summer, as the presentation will be early in the next academic year.

Goal One: To Be a Great College at which to Learn – presented by Dr. Katy Heyning, Provost and Dr. Katy Wilson, Vice President for Enrollment Management and Student Affairs

- The question was raised if first generation college students would be enrolled in the three-credit APS course as they would likely benefit from this course. Dr. Wilson stated that there is a possibility that they will be enrolled, but right now, they are concentrating on the Emerging Scholars (students who enroll with a certain GPA and SAT score).
- A concern was raised regarding the issues surrounding general education and these issues need to be reviewed by more than the General Education Committee for College Senate. The request is that these issues are reviewed next academic year. There are pending general education changes coming from SUNY but we cannot wait for these changes, we need to deal with this at a local level.
- The question was raised if the Emerging Scholars are aware that they have been identified as Emerging Scholars, as in the past these students were not aware. Dr. Wilson stated that it is listed in the acceptance letter and worded in a way to say we believe you need help in these areas and this is what we are going to do for you. Therefore, it has the positive message of we think you can do it and we are going to help you. Dr. Kelly added that there would be a Living Learning Community offered for these students in the fall.

- The question was raised regarding the impending retirement of the Director of the Center for Graduate Studies and the timeline for filling that position, as the position was recently added as a Technical Consultant to the committee. Dr. Heyning stated that it is believed that Ms. Grove's retirement will be in June and the goal is to name an interim prior to Ms. Grove's retirement. A search will be move forward after her retirement.
- The question was raised if the Emerging Scholars would be required to take GEP 100 in addition to the APS class they are required to take. Dr. Wilson stated they would be required to take both.
- The question was raised regarding the ABB grant and why we would only want the individuals here for one to three years. Dr. Heyning stated that there are two parts to it. First, the grant from SUNY funds a faculty line at 100% for the first year, 50% for the second year, and 25% for the third year. The goal of the grant is to provide funding support for a faculty member that you would ultimately be hiring. Second, the fellowship, which we are still figuring out what that will be, it would be similar where we would bring a fellow to campus on a year to year contact. They would receive professional development by learning what does it mean to be a tenured faculty member; what does it mean to do research; how do you find a job; how do you choose a position; how do you find networks and support all while they getting the experience of teaching on a SUNY campus. During that year, we would create a network of fellows across the SUNY regional comprehensives. With this network, we will communicate about which positions are open on campuses and for example, the Brockport Fellow may find a position at Geneseo and vice versa. Hopefully, during that time a position will open up at the campuses for the fellows. These fellowships will not replace a position in a department; they would be in addition to the positions already in the department. We are waiting for more information and there is a meeting scheduled May 1, 2019 to discuss more information and obtain the start date.
- The request was made for the percentage of undergraduate and graduate students that are using the tutoring services and what the outcomes have been as a result of using the services. In addition, the request was placed to have a better connection with faculty so that faculty are informed when students seek services for specific assignments as well as if a student obtained services when they were referred for tutoring services.
- The question was raised in regards to what the percentage was of Emerging Scholars that achieved a higher GPA and retention rates due to being placed in the three-credit APS course. Dr. Kelly stated that it was 12%.
- Clarification was requested regarding the course re-assignment for five faculty master advisors to create and provide faculty advisor training and whether these positions are full-time, part-time and how long are the assignments. Dr. Heyning stated that this is still a work in progress and has not been determined yet.
- The question was raised regarding classes being HIP identified, is this a precursor to a HIP class being part of the general education requirements? Dr. Heyning stated no, that is separate. SUNY came out with a requirement that we identify HIPS courses. Brockport convened a group to identify and evaluate these courses. That group created a rubric which proved not to be useful and instead are working on a series of questions in Blackboard that the faculty that have been identified as teaching HIPS courses will use. They will be re-evaluated every three years. Eventually the courses will be identified in the catalog.

Goal Two: To Be a College Engaged with its Community – presented by Mr. Mike Andriatch, Vice President for Advancement

- The question was raised regarding the Mental Health Clinic that will be located at Oak Orchard Community Health and if it will be serving the college students. Dr. Hernandez stated that it would serve the community by providing services for the K-12 students, as there are not enough mental health services to this particular part of the county. This clinic is a partnership between the College, Oak Orchard (a federally funded health clinic located in Brockport) and Brockport Central School District. It started with a conversation between the Department of Counselor Education and the school district regarding the needs that they were seeing within their students. Mr. Andriatch added that this clinic would provide learning opportunities for students in Counselor Education, Social Work and Psychology.
- The question was raised regarding the alumni survey and if it is possible for departments to get department specific results from the survey. Mr. Andriatch stated that depending how the results come in, there should be a way to separate it by department or a least by degree program.

Goal Three: To Be a Sustainable Institution for the 21st Century – presented by Mr. Jim Wall, Vice President for Administration and Finance

- The question was raised regarding the electric car charging stations, if they are for public use and if there is a usage fee. Mr. Wall stated it is for campus use and there will be an app needed in order to use the charging station that will be utilized for payment of the usage fee. There will be a total of six stations installed. They will be installed in identified areas in certain parking lots so that we do not have to tear up the parking lot too much to run the power source. The app will also alert you when your car is charged, this way you can move your car so that someone else can use the station. Dr. Copelton asked if this fee will generate revenue or is to more of a service to the community. Mr. Wall stated it is to provide the service and the fee will cover the usage cost, there will be no revenue gained. As we move forward with the North Campus Infrastructure Project, you will see more electric car charging stations at various locations. Ms. Major asked if there are charging stations over in the parking lot by SERC, as some people plug in their vehicles to charge over there and it is believed that they do not pay for that. Mr. Wall stated that he did not believe that was a true charging station, but would look into it.
- Dr. Peterson added that Nursing should be added to 3.7, as it will be seeking accreditation in October for the master's program. Mr. Wall stated that he would note that.
- The concern was brought up that when new programs are created, we need to make sure that students can receive financial aid for the programs, before College Senate approves them because students will not enroll in these programs if they cannot receive loans.
- Dr. Copelton added that in regards to the budget models, Mr. Wall and his team would be presenting their report on budget models at our last meeting in May, so there is ongoing work in this area and we will hear more about it by the end of the year.

Goal Four: To Be a Great College at Which to Work – presented by Mr. Dave Mihalyov, Vice President for University Relations

- Dr. Heyning confirmed that the search for a new CELT Director would occur next year.

- The suggestion was raised regarding 4.1 and the budget presentation, it was suggested if Cabinet wishes, the presentation could go to the College Senate and this would be another forum to get the information out to the campus community.
- Dr. Peterson added that for 4.4, there is now a committee that has been formed to move forward with the SUNY Shared Governance Award. This is a SUNY-wide award and there are six individuals on this committee. Dr. Peterson is on the committee and is taking the lead on submitting the application. It is due in November.
- The concerns were raised regarding 4.6 and how the College cannot afford to not fix the compensation issue. The college is going to lose faculty that we cannot afford to lose. A major frustration is that there are senior faculty here and have been here for years that have a bigger workload than the new faculty members joining the college and the senior faculty members are making less than the new faculty members. This is really affecting morale. Mr. Mihalyov stated that first, we are trying to identify what is the appropriate salary and what the gap is between our salaries and the appropriate salaries. We may not be able to make up that entire gap in one, two or three years but I think we will try to figure out who has the biggest gap and what we can do to get them closer. There are two issues in regards to the salary gap between the senior faculty and the new faculty. The first issue is that new faculty members are being hired at a higher rate than the senior faculty are making. The second issue is what are the national salaries compared to the salaries at Brockport. With the second piece, we recently saw some data from the Chronicle of Higher Education, they have gathered and listed salaries from almost all of the colleges, and Brockport on average has higher faculty salaries than any other SUNY comprehensives. On some level, we are compensating our faculty appropriately, but there are some cases that we are not. Dr. Reiner stated that we should be looking at both the national average and where we rank compared to the SUNY comprehensives. Dr. Copelton stated that the Chronicle reports averages of salaries, so we need to be careful when we look at that, as some areas have higher salaries than others do. Dr. Heyning added that they will be reviewing the rate that Adjuncts are paid for three-credit courses and summer pay to ensure it is in alignment because it is believed that it has been the same rate since 2012. Mr. Mihalyov stated that there was a delay in the salary review, because we were waiting for the UUP contract to be finalized and all of the retro pay to be in effective, so that we could get a true understanding of where individual salaries are.
- A suggestion was made that the Faculty Roles and Reports Taskforce can assist with this measure. They have a meeting scheduled with Dr. Heyning in a few weeks to ensure that we are moving forward with the taskforce's recommendations. It was suggested that the members of the Goal Four Group could review the report provided to Dr. Heyning.
- The question was raised regarding the Celebration Committee and requested more information regarding this committee. One of the things the committee is looking at is through our sponsorship with the Red Wings; there could be a Brockport Night where someone from the campus throws out the first pitch. With this, there could be a campus wide competition and the winner could be the one to throw out the first pitch. In terms of the Hot Dog Days, maybe the celebration committee is the one serving at the lunch. They are looking at ways to work with the Employee Appreciation Day events. Another idea that they are brainstorming is something called "Thumbs Up", where supervisors and other staff members can recognize employees for doing good work and publicly thanking them. That is where we came up with the idea of budgeting money for recognition because right now there is not funding identified for recognition. That is why we are putting forth the request to include it in the budget. Dr. Kelly asked if team building, like the Corporate Challenge, was included as a topic for the Celebration

Committee as it seems to fit there. Mr. Mihalyov stated that the committee is meeting today at 11:00am and the Corporate Challenge is on the agenda.

- Since the question was asked if 4.7 belonged under Goal Four, it was stated that it does belong, as it includes some outcomes of how we are supporting our faculty and staff.

Goal Group Budget Prioritization Requests

Committee members discussed the following points regarding the budget prioritization requests:

- Members agreed to postpone the endorsement vote on the budget prioritization requests until after the 5-year Financial Model presentation at our next meeting. Members felt it was important to view the budget information before making these decisions.
- Committee members requested more information regarding the following budget prioritization requests:
 - The salary amount for the IPSED Director (2.1). This will be provided for next week's discussion.
 - The number of students in need of the transportation system (2.1, 2.4, 2.5). It was decided that given the complexity of the idea of the transportation system, it was not achievable to provide the number of students in need of this by next week.
 - The importance of the STARS rating and what it achieves for the college. It was discussed that this rating does save the College money over time and that NYS and SUNY have specific requirements that we need to meet.
 - The salary amount of the Professional Development/Training position in Human Resources (4.5). It is estimated to be approximately \$60K. Additional information, if available, will be provided for next week's discussion.

Overall Comments

- The Call for the fall Goal Groups will request more concrete assessment data. Each measure will not need to include assessment data in the presentation, as this would cause a very lengthy presentation. We will request goal group leaders to provide supplemental documentation detailing the assessment data, that committee members can review. This data will be important for Middle States.

Other Items from the Committee

None at this time.

The meeting was adjourned at 10:17 a.m.

Next Meeting: May 2, 2019, 8:30-10:30 AM

DC/JW/mw